Lincoln College

COVID Safe

Management Plan

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Contents

Background and Purpose

This document has been developed in response to the ongoing COVID-19 pandemic in order to ensure the safety of the Lincoln College community. Advice from the South Australian Government's Department of Health (SA Health) has been taken into account to ensure this plan follows best practice. It has been put into place for the start of the 2022 Academic year following the relaxation of border restrictions and the increased likelihood of community transmission infections in South Australia.

This document has been developed using advice from the Trinity Residential College COVID- 19 Response Plan.

All points and information in this document are based on current government advice and will be updated based on changes to Government restrictions. This document is subject to change at the discretion of the College at any time and may be modified in future without notice to suit the safety needs of the community. This document could be outdated if downloaded – please refer to the electronic version for the most up to date information.

Purpose and Goals:

The purpose of this document is twofold:
1. Ensuring the safety of the Lincoln College community by reducing the risk of COVID-19 introduction into our community or transmission to residents in the community.
2. Ensuring that practices within Lincoln College adhere to current governmental advice and recommendations regarding the safety of the community during COVID-19

Key Information for Residents

Here's key information that residents need to know:

Ensure you constantly refer to the current Government Advice and regulations and on-campus Safety Measuresoutlined by the Head of College.

If you have any symptoms of COVID-19 (even mild symptoms), or if you think you have been exposed to COVID-19, you are required to:
- Inform a staff member
- Get tested for COVID-19
- **Isolate until your results return** in an appropriate location.

If you need to isolate, it's preferred that you isolate off-site, if you have ready access to a safe place. This may besomewhere like your family home.
If you are unable, or choose not to isolate off-site, we'll work with you to find a safe place for you in the College or elsewhere.

Here's the four things we need you to do:
- **Self-Isolate and tell a staff member** if you're even a little bit sick OR if you have been potentially exposed toCOVID-19.
- Get tested immediately
- Practice good hygiene, physical distancing, and wear a mask at all times when outside of your room
- Isolate in an appropriate environment

Lincoln College COVID-19 Preventative Health Plan

1. **Rapid isolation and referral of residents with symptoms**

   1.1. In the instance of suspected or confirmed case of COVID-19, follow the College's Isolation Protocol (seebelow).

   1.2. Isolate student safely in an appropriate room. Communicate with student regarding possibleoff-site isolation.

   1.3. Arrange for a COVID-19 test to be conducted at a safe place.

   1.4. Assign a residential executive case manager such as the Dean or another member of ERS.

   1.5. Provide wellbeing, health, and academic support to the isolated student.

   1.6. Follow appropriate medical advice.

2. **Reducing density of residents**

   2.1. If necessary, the College will reduce capacity to increase physical distancing.

   2.2. Where possible, residents will be spread across the College to promote physical distancing and avoid use of shared bathrooms.

3. **Return of residents to campus**

   3.1. Students who can safely attend campus are permitted to do so, with conditions applicable depending on current government advice.

   3.2. If deemed necessary for community safety, all returning residents may be asked to test for COVID-19 with a PCR or Rapid Antigen Test (RAT) and return to College within 24 hours of receiving a negative result from that test. This will depend on current governmental advice.

   3.3. All residents must agree to abide by College Safety Measures in place during their return to College. Full updated lists of restrictions will be communicated to residents via email.

   3.4. A breach of COVID-19 Safety Measures is viewed as a breach of the Student Code of Conduct. Students may receive consequences for any breaches of physical distancing restrictions, as determined by the Head of College or the Dean.

   3.5. Community Safety Measures in Place

      3.5.1. All Safety Measures should be aligned with current governmental advice regarding physical distancing andcommunity travel.

      3.5.2. Safety Measures may be implemented by College staff to protect community safety. Safety Measures possible for implementation if necessary are:

      3.5.3. Restrictions on travel off-campus into the community, including placing time limits on travel withinthe community, permission to leave campus for work or non-essential appointments.

      3.5.4. Restrictions on permitted activities on campus, including exercise, events, and social gatherings.

      3.5.5. Restrictions on methods of transport within the community.

   3.6. Mandatory wearing of form-fitting masks. The College will require that all people on the ResidentialCollege campus comply at all times with government regulations requiring wearing of masks.

   3.7. Other measures as required by government regulation.

      3.7.1. All Safety Measures that are in place are linked to the Code of Conduct, and

any breach of current restrictions will be treated as a breach of the Code. Consequences for breaches of the Code are determined by the Head of College or the Dean.

4. Promoting hygiene in the College

4.1. Promotional material and safety measures have been shared with the community regularly in differentformats – Social Media, emails, posters, and face to face meetings.

4.2. Providing residents with COVID-19 behaviour change literature – posters are placed in bathrooms, shared spaces, and common areas.

4.3. Monitoring of residents' practices by staff through general observation, and building walkthroughs, where possible.

4.4. Regular and relevant updates on COVID-19 will be provided to students to keep informed of the currentrestrictions, advice, and support.

5. Environmental hygiene measures

5.1. Raised intensity of cleaning regime in high touch, common areas and bathrooms. All shared spaces alsohave cleaning products for students to use to ensure cleanliness and hygiene.

5.2. Following governmental guidance on cleaning materials and techniques, such as cleaning with high-strength chemical-based products to ensure hygiene.

5.3. Availability of hand washing and hand sanitising facilities and products, including soaps and hygieneproducts such as alcohol-based hand sanitiser.

5.4. Behavioural change campaign targeting coughing, sneezing, and hand hygiene has been rolled out to all communal areas, corridors, and online info.

6. Physical distancing in the College

6.1. Any and all measures put in place at the College aimed at increasing physical distance are able to implemented from time to time, depending on current Governmental Health advice. The following optionsare available to be implemented from time to time:

6.1.1. Signage may been placed in areas around College, such as bedrooms, communal areas, and dininghall indicating maximum occupancy.

6.1.2. Furniture may be reduced in the Dining Hall, study commons, common areas and library to increasedistancing. Stickers may be placed in Dining Hall in the appropriate seating position for student use.

6.1.3. Appropriate distance markings may be placed on the floor for the Dining Hall Servery area indicating1.5m distance.

6.1.4. Meal scheduling to manage capacity in the Dining Hall when necessary.

6.1.5. Strict management of all common facilities (e.g. gyms, common rooms), including rostered times forstudent use, increased cleaning service, and cleaning products for student use.

6.1.6. Catering operations may transition to utilising disposable containers for all food and drink. Foodservice can be moved to a take-away system can be adopted as necessary.

6.2. As Government restrictions change, events will be permitted as long as they abide by current industry and community guidelines as outlined by the Government.

7. Reducing contact with external staff, contractors, and visitors

7.1. The following safety measures are available for the College to implement from time to time, depending onthe current Government Guidelines at the time.

7.1.1. The College may choose to reduce student contact with essential staff.

7.1.2. The College may choose to implement a protocol in place for managing essential staff hygiene toensure their safe arrival on site, minimising student contact to the areas they access.

7.1.3. The College may choose to minimise all student events and put in place a protocol for studentinitiatives to ensure safety.

7.1.4. The College may choose to cease all visitors, guest, and non-essential staff access to the campus.

7.1.5. The College may choose to suspend maintenance in rooms unless critical, with strict contractorcontrols.

7.1.6. The College may choose to have cleaners utilise strict requirements to use personal protectiveequipment, such as gloves to aid infection control.

7.1.7. The College may require residents to exit their rooms for weekly cleaning.

7.1.8. The College may choose to implement screening of guests to campus is being conducted at check-in,as well as thorough hygiene protocols.

8. Monitoring of health risks

8.1. College support staff are to continue to monitor student safety and behaviour, in order to ensure risk ofCOVID-19 transmission remains low.

8.2. College support staff are to monitor students at higher risk, and work with the student to provide a suitable living environment for them.

8.2.1. Students with pre-existing medical conditions are to be contacted for individual support and to develop an individual care plan if needed.

8.3. The College will continue to provide wellbeing support and monitoring of mental health risk

8.3.1. Ongoing RA and Wellbeing checks on all residents.

8.3.2. Dean can offer referrals to counselling and other wellbeing services online and via phone.

8.3.3. Promotion and regular reminders of health services available to students, with specialist services for vulnerable communities advertised.

8.3.4. Maintaining resident engagement through regular newsletters, initiatives, and student-run activities.

9. Vaccines

9.1. All members of the Lincoln Community are required to be fully vaccinated against COVID-19.

9.2. Subsidised Influenza vaccines will be made readily available early in the Flu season in order to prevent thespread of the illness.

9.2.1. The Flu Vaccines will be delivered each year to residents and staff of the College.

Isolation Protocol

In order to ensure the safety of the residential community, all residents are required to abide by directions from the College regarding isolation and testing. Rapid isolation and testing are proven to be effective methods of limiting the transmission of COVID-19. All residents displaying any signs of illness, even mild symptoms, or those who have suspected or confirmed exposure to COVID-19 must be isolated and tested.

It is critical that all staff approach residents with any symptoms as infectious. It is safest to assume a resident has COVID-19 until proven otherwise with testing.

During that isolation period, students will be provided food and essential item delivery by a nominated member of the community. This may be a staff member or a resident. During this isolation period, residents are provided with cleaning materials in shared bathrooms in order to clean any surfaces or areas they use.

The following isolation protocol is in place:

10. Rooms suitable for isolation in Lincoln College.

10.1.   There are **6 Tier 1 Suitable Rooms** available for student isolation in College – Federation flat,ABR 1, 2 rooms on Scott Ground Floor and 2 rooms on KMB 2nd floor. There is potential to add the Federation kitchen and Council Room to these Tier 1 rooms as necessary. These rooms have exclusive access to a bathroom, have a fridge for use, and are not connected to any communal areas. Residents isolating on Scott Ground or KMB 2nd floor need to mask when leaving their room to access their individual bathroom.

10.2.   **All other rooms are Tier 2 Suitable Rooms, where shared bathrooms could be isolated for singularstudent use.**

10.2.1. Follow the same protocol as outlined below, and in addition inform residents on the affected floor to use separate bathrooms until informed otherwise.

10.2.2. Minimise contact with other residents on the floor as much as possible and mask when leaving the room.

11. Off-campus isolation

11.1.   It is preferred that a resident isolate off-site if it is possible to do so safely. However, if suitable spaces are available on campus, this is not mandatory.

11.2.   In the event that a student has a suspected or confirmed case of COVID-19, the College, if it is deemed necessary, is to contact the resident's emergency contact and inform them of the situation. Anagreed isolation area will be arranged for the resident upon consultation with all parties.

11.3.   Any costs of off-site isolation will be borne by the resident.

12. Procedure for isolation of resident in College.

12.1.   **Move the resident to a suitable room** ASAP, with zero contact to other residents.

12.1.1. Ensure PPE is worn by anyone assisting.

12.2.   **Nominate Case Manager** (Dean or Senior RA) who will be responsible for all following steps.

12.3. **Ensure key stakeholders are informed**

12.3.1. Inform all RA's of the student's isolation, including the location and procedure aroundcommunicating that information with students.

12.3.2. Inform cleaning and maintenance staff. No maintenance to be conducted on student room unless critical/emergency

12.3.3. Inform the Dean, who will inform staff as required.

12.3.4. Advise all members of the affected resident's corridor, and likely contacts, to monitor for symptoms, and wear masks until the resident's test results are received.

12.3.5. Advise the community to monitor for symptoms.

12.4. **Isolated resident is to be briefed on procedure of isolation and expectations of compliance**

12.4.1. Emphasise importance of maintaining safety

12.4.2. Resident is to remain in their room at all times

12.4.3. Resident is to provide correct and preferred method of contact

12.4.4. Outline roster of daily food delivery and welfare checks

12.4.5. All deliveries/services are to be Zero Contact for the remainder of isolation

12.5. **Care package to be delivered** on the first day of isolation. Include:

12.5.1. Surgical Masks, gloves, soap, paper towels, linen pack, laundry tub and detergent, multipurposecleaner with disinfectant, disinfectant wipes, garbage bags, vomit bags, thermometer, hydrolyte.

12.6. Bin to be delivered to student's room by cleaning service – placed outside.

12.6.1. Extra cleaning and waste disposal to be provided by cleaning and maintenance staff

12.6.2. Streamline waste disposal to once per day at an agreed time. Any garbage placed outside that timewill not be collected and the resident must return it to their room bin.

12.6.3. Notify the Floor and RA of garbage collection time.

12.7. **Food delivered** in disposable containers outside the student's room

12.7.1. Roster is to be made by the Senor RA of staff and residential advisors, who deliver food 2 x per day

12.7.2. Dean to supply breakfast foods for the resident to store in-room

12.7.3. Delivery is to be **zero contact** – placed outside the room with a text message sent to announcedelivery.

12.8. **Wellbeing Checks to be provided daily**, with online contact with resident to ensure resident safety.

12.8.1. RA is to check in with residents online/via phone regularly

12.8.2. Case manager to check in daily via phone

12.8.3. Resident to be added to the Students in Isolation FB page

12.8.4. Mental and Physical Health resources provided online for students

12.8.5. Referral to online wellbeing services provided – such as Reachout forums and Beyondblue resources.

12.9. **Ongoing medical care to be provided**. Available resources include the COVID-19 Hotline 1800 253 787, *SA COVID-19* Mental Health Support Line on 1800 632 753, the HealthDirect 24 hour service 1800 022 222, or 13 SICK, including daily monitoring and recording of symptoms.

12.9.1. Ensure ill student communicates all medical advice to Case Manager.

12.9.2. If illness persists or worsens, seek emergency support via 000

12.10. **Arrange COVID-19 testing of the resident**

12.10.1. Follow COVID-19 Hotline advice for appropriate testing arrangement of resident.

12.10.2. Ensure zero-contact with other residents during entry/exit and testing.

12.11. **Criteria for conclusion of isolation**

12.11.1. In order to ensure community safety, the College will follow appropriate advice from theSA Health regarding conclusion of isolation.

12.11.2. A resident may be asked to remain in isolation after they have returned a negative result ofCOVID-19 if provided medical advice tells the College to do so.

12.12. **Deep cleaning of the room is to be arranged after the resident has left isolation.**

12.12.1. The room may also be left vacant for a period of time to ensure safety.

Emergency Plan for a Confirmed Case of COVID-19

The following outline's the College's plan to respond to a confirmed case of COVID-19 within the Community.

13. Precautionary measures

13.1. **Isolate the resident immediately**

13.1.1. Follow the Isolation Protocol as outlined in point 13 above.

13.2. Notify SA Health via the COVID-19 Hotline 1800 253 787 if necessary

13.3. During the academic year: notify the Resident's University as soon as possible - at The University of Adelaide this is HR Service Centre: hrservicecentre@adelaide.edu.au and UniSA students are required to inform their Course Coordinator or Research Supervisor. Flinders University Students should email coronavirus@flinders.edu.au and TAFE students can email info@tafesa.edu.au

13.4. **Close Contacts placed in self-isolation (in their own rooms)**

    13.4.1. Close contacts will be as determined by the SA Health (https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/close+contacts), University advice, or the College staff. Close contacts may have:

- Been an intimate partner of the resident during their infectious period
- Been in the same room as the resident for more than 15 minutes without a mask

    13.4.2. Advise all close contacts to follow SA Health advice for close contacts, isolate, and monitor for symptoms

    13.4.3. Advise all members of the affected resident's corridor to assiduously monitor for symptoms and immediately test and isolate on developing symptoms.

    13.4.4. Case manager to monitor the symptoms of any students in isolation.

13.5. **Assess the need to mass-isolate**

    13.5.1. Follow all and any advice from the SA Health regarding the need to mass-isolate all residents.

14. External Medical Support

14.1. Colmedics group will be engaged to provide the following services during a suspected or confirmedoutbreak of COVID-19. The Residential College is to engage with Colmedics and provide contact details to staff.

14.2. Facilitating symptomatic or asymptomatic COVID swab testing programs (pro-active or reactive)onsite to minimise resident movement

14.3. Provision of Medics trained and equipped with PPE for duties such as support, logistics andinteraction with residents in isolation or quarantine

APPENDIX A: RESIDENTIAL EXECUTIVE CHECKLIST

Student Name:				
Case Manager:				
Date:				
Task			Initial	Date
1		If needed call 000		
2		Assess the situation, remove other persons from the area.		
3		Contact the student's Emergency contact if the Res Exec member isconcerned for the safety of this student		
4		Organise for the ill student to be moved ASAP		
5	5A	Arrange for alternate accommodation offsite via Emergency contact *(Cont. toStep 13)*		
	5B	If no alternate arrangements found, isolate the student in College, in a Tier 1 Suitable Room or a Tier 2 Suitable room as a second preference. *(Cont. to Step 5)*		
6		Nominate one staff member to be the main point of communication		
7		Inform all necessary staff		
	7A	Inform all RAs of the student's location		
	7B	Inform Cleaning Team		
	7C	Inform Maintenance team		
	7D	Inform Dean		
8		Student to be informed of isolation procedure and compliance		
9		Care package delivered on first day of isolation		
10		Ensure Maintenance team to deliver waste bin to student		
11		Provide student with first aid materials		
12		Coordinate delivery of breakfast supplies and roster for meal delivery		
13		Advise ill student to check in with Health Direct (1300 022 222) or 13 SICK		
14		Make a list of anyone who has been in close contact with the ill student andisolate as per this checklist.		
15		Organise with Cleaning team for deep clean of all confirmed contact points at College. Resident bedroom to be left for cleaning for one week after resident begins isolation.		
16		Inform entire College community of a confirmed communicable disease		